### UTILITY ADVISORY BOARD

## Thursday, February 20, 2014 8:00 a.m. Grand Rapids Water Building, 1900 Oak Industrial Drive NE

## **AGENDA**

- 1. Approval of Minutes January 16, 2013 (attachment)
- 2. Public Comment on Agenda Items
- 3. FY2015 Preliminary Capital Budget Review (attachment)
  - a. Water Supply System
  - b. Sewage Disposal System
- 4. Proposed Addendum I to Wholesale Agreement with Caledonia Township (attachment)
- 5. Contract Awards for January, 2014 no awards made
- 6. Updates:
  - a. EMA Study
  - b. 3-1-1 / Customer Information System
  - c. Sewer Use Ordinance
  - d. Rate Review Sub-Committee (first meeting 2/21/14)
- 7. Items from Members
- 8. Next Meeting Thursday, March 20 where?
- 9. Adjournment

## Utility Advisory Board January 16, 2014

#### 1. Call to Order:

The meeting was called to order by Eric DeLong, at 8:00 a.m. at Grand Rapids Water Office, 1900 Oak Industrial Drive, NW.

### 2. Attendance:

Members Attending: Others Attending:

Eric DeLong
Brian Donovan
Geri Eye
George Haga
John Allen
Tim Bradshaw
Nancy Meyer
Nicole Pasch

Wayne Jernberg Mike Lunn

Pam Ritsema Ed Robinette

Chuck Schroeder

Breese Stam (alternate) Joellen Thompson Cathy VanderMeulen

Ron Woods

Members Absent:

Mark DeClercq

Ben Swayze

Toby VanEss

Josh Westgate

#### 3. Approval of Minutes:

**Motion 14-01:** Ron Woods, supported by Ed Robinette, moved to approve the minutes of the December 19, 2013, Utility Advisory Board meeting as presented. Motion carried.

4. **Public Comment:** There was no public comment.

#### 5. Individual Circuit Breaker

Geri Eye introduced the Associate Director of ASCET, Susan Cervantes. Ms. Cervantes indicated she has been with the agency for 6 months now. We are in the third year of a three-year contract for the Individual Circuit Breaker (ICB) program. She distributed some information on the program. She indicated that they will now be capping the assistance at \$500 rather than \$1,000 and a resident will only be able to be assisted once in a two-year period. The residence must be at 200% of poverty and meet some additional criteria to receive assistance. They assist both homeowners and renters. They also refer clients for weatherization assistance or for education on energy efficiency.

ACSET also provides a financial management program. For a second request for assistance on a water bill, they must pay a copay of 10%.

Nicole Pasch reported that Home Repair Services is a non-profit organization that helps only owner-occupied homes. They have plumbers on staff that can help residents with water leaks, etc.

Ms. Cervantes reported that they have historical data electronically back to 2009. Earlier records are on spread sheets. They can check it by name, date of birth and address to check for who has received past assistance.

Eric DeLong noted that the UAB is happy to provide for this program and thanked ACSET for their work.

#### 6. 2013 Rate Study Follow Up Items

Impact of Rate Adjustments – Geri Eye reported that this was prepared in response to a question from Cathy VanderMeulen about coming up with a sample commercial bill amount. Eric DeLong asked how the system-wide average compares to the commercial portion. Geri Eye noted that the commodity rate is the same for both and the readiness to serve charge is the variable component based on meter size. Though she hasn't really looked at this specifically, she felt they should be fairly similar.

<u>Final Rate Study Books</u> - Geri Eye reported that books were distributed this morning. The online version should be available no later than tomorrow.

#### 7. Caledonia Township Agreement

Pam Ritsema reported that we have received Caledonia's final boundary map and a rate has been computed for them. They haven't taken it to their board yet; nor have they provided a copy of the Gaines Agreement. We have done all we need to do and are just waiting for items from them.

It was noted that Dick Wendt felt we should wait until we have all of the information from Gaines so we can bring a complete package to the UAB for review. It was decided that we will plan to have this on the agenda for final review next month by the UAB if they have all of their information to us.

**Motion to Extend (13-16):** Ron Woods, supported by Brian Donovan, moved to extend the postponement of this item to the February UAB meeting. Motion carried.

Chuck Schroeder noted that he has been in touch with Caledonia's engineer and they are working on some of the final details so he thinks they are ready to move forward.

#### 8. FY2015 Capital and Operating Budget Preparation Timeline

Geri Eye reported that the capital budgets were submitted in December. These will be available for preliminary review by the UAB in February.

Operating budgets are due by Friday, January 24, at 5:00 p.m. The preliminary submissions will be brought to the UAB for review in March and then any changes that may have been made will be reviewed with the UAB in June.

Pam Ritsema reported that the General Operating Fund has had targets set for them, and they have worked to also set targets for the Enterprise funds. Staff are attempting to meet these targets as budgets are prepared. Eric DeLong discussed the changes made in response to the new union agreements.

#### 9. CY2013 Contract Awards

Eric DeLong referred members to the summary of the contract awards for the year that was provided for their information.

10. <u>Discussion Regarding the Re-establishment of the Rate Review Subcommittee</u>
Eric DeLong indicated that members have indicated a desire to talk about land use, metrics, and possibly some engineering things. We also want to see if we've met our outcomes and if not, why not.

Mr. DeLong asked if members wanted to have a subcommittee work on this or if they wanted to try to do it here at the full UAB meetings. The advantage of the subcommittee is that you have time set aside to discuss the specific items. Ron Woods agreed that the subcommittee works well. Cathy VanderMeulen also agreed.

Mr. DeLong asked for volunteers to serve on the subcommittee. It was determined that Cathy VanderMeulen, either Ed Robinette or Mike DeVries, and Ron Woods would serve along with Eric DeLong and other City staff as needed. Geri Eye noted that Ben Swayze should be asked to participate as well because they have additional fees that they use in Cascade. A request to participate will be sent to Mr. Swayze as well as Dick Wendt.

Mr. DeLong noted that rate consultant Bart Foster has been helpful in the past, and we may also need some additional assistance with this as well that understands land use and economics.

He noted that the subcommittee should probably look at a water conservation rate as well. Joellen Thompson noted that they also get customer feedback and ideas that they will put together for the committee as well. Nicole Pasch volunteered to attend a meeting to discuss customer feedback. The subcommittee should also look at varying the readiness to serve charge and commodity charge by community.

Mr. DeLong noted that, in last comprehensive master plan, we built a rate model that may be helpful for this. Breese Stam will provide the data file on this to Geri Eye so she can use it to run examples.

Connection Fees have also come up before as to whether they are accomplishing what we wanted them to and should be discussed.

Ed Robinette suggested talking about comparisons with neighboring communities where there may be a large commercial user coming in. Eric DeLong agreed and noted that the Milk Factory in Coopersville is a good example because they are not in the system but they are a big user. There is a strategy here that we should look at. George Haga noted that he will be on the Right Place board in the upcoming year and will bring forward comments from the UAB.

#### 11. Updates

<u>EMA Study</u> – Pam Ritsema reported that staff are working through the draft report. They would like to bring the recommendations forward to the UAB in March.

<u>3-1-1/Customer Information System</u> – Pam Ritsema reported that this has been a real benefit for the Water Business Office. They have learned that script updates are ongoing. Having 3-1-1 take most of the calls makes it easier for them to now have time to handle the more difficult questions.

Eric DeLong reported that 3-1-1 has lots of metrics to show how this is working. Pam Ritsema will provide a report on this as part of the UAB meeting packet. Geri Eye asked if there is a way to capture the number of calls by geographic region to report to the various communities. Ms. Ritsema will follow up with them to see. Eric DeLong discussed how the change to using 3-1-1 has been critical to the City's transformation.

Geri Eye noted that we are the first governmental unit to include water and sewer utilities in the 3-1-1 system. Eric DeLong indicated that this is exciting news and noted that we should publicize that fact more.

<u>Sewer Use Ordinance</u> – Mike Lunn reported that Tallmadge was to take this to their board on Tuesday night. Assuming that passed, a copy should be on its way to us and that will complete those approvals.

#### 12. Items from Members

Nancy Meyer reported that the Grand Rapids City Commission took action to reappoint all members and alternates to the UAB for another two-year term. A couple of changes were that Geri Eye was appointed as a new regular member of the UAB, with Scott Buhrer as alternate, and Nicole Pasch was appointed as alternate for Pam Ritsema.

#### 13. Next Meeting:

The next meeting of the Utility Advisory Board is scheduled for Thursday, February 20 and will be held at the Grand Rapids Water Office, 1900 Oak Industrial Drive NE.

#### 14. Adjournment

The meeting was then adjourned.

# WATER SUPPLY SYTEM CAPITAL BUDGET PROJECTS REPORT

5' I V	D	2000			Cook 5 ook		le le	7
Fiscal Year 2015	Project # 1393	Project Name Wilson Pump Station improvements (DWRF)	\$	venue Amount 771,000	Cash Funds	\$	771,000	Zonegating GR-23%, W-74%, T-3%
2015	2453	Livingston Pumping Station - Second Discharge Line from, Contract No. 1 (DWRF)	\$	5,755,000		\$	5,755,000	GR-82%, GRT-8%, K-5%, A-4%, C-1%
2015	1327	Bostwick Avenue - Lyon Street to Crescent Street	Ś	175,000	\$ 175,000	Ÿ	3,733,000	GR-100%
2015	1348	Eastside Combined Sewer Overflow - Contract No. 27	Ś	1,205,000				GR-100%
2015	1370	State Street - Jefferson Avenue to Lafayette Avenue	Ś	318,000				GR-100%
2015	3376	Water System - Security Upgrades	Ś	100,000				not yet known
2015	4002	ESCO - LMFP Improvements	Ś	1,000,000				Integrated
2015	1375	Watermain Oversizing	Ś	50,000				n/a
2015	1973	Carlton - Lake to Hope	Ś	400,000				GR-100%
2015	1397	LMFP - master electrical control panels	Ś	50,000				Integrated
2015	1415	Franklin pumps 1 & 3, motor starters and low service pump VFD's	\$	1,000,000				Franklin Station Integration
2015	3159	Watermain Lining Maintenance (MARKET)	Ś	250,000				GR-100%
2015	4007	LMFP SOUTH CLEARWELL UPGRADES	Ś	450,000				Integrated
2015	1366	Richmond - Alpine to US 131	Ś	273,000				GR-100%
			Ś					
2015	4013 3729	Crescent - Lafayette to Barclay	\$ \$	138,000				GR-100% GR-100%
2015		Weston - Sheldon to Lagrave		170,000				
2015	3717	Sheldon - FULTON TO WESTON	\$	192,000				GR-100%
2015 2015	3460	Water System - Annual Efficiency and Sustainability Projects  TOTALS	\$	200,000 12,497,000			C = 2C 000	not yet known
2015	1375	Watermain Oversizing	\$	50,000	+ -,-:-,	Þ	6,526,000	n/a
2016	1383	Monroe tank valves	Ś	100,000				GR-100%
2016	2428	North Lake Line - Full Condition Assessment and easement acquisition	Ś	500,000				Integrated
2016	4002	ESCO - LMFP Improvements	ş S	1,000,000				Integrated
2016			\$					=
2016	2434	Adams and Alger Pressure districts Modifications	\$ \$	1,600,000				GR-100%
	3152	LMFP - High Service Pump #5 - VFD and Motor starter replacement	\$ \$	1,500,000				Integrated
2016 2016	4020	LMFP - High Service Pump #6 - VFD and Motor starter replacement	\$	1,500,000	\$ 1,500,000	ć	1 000 000	Integrated
2016	1853 1855	Four Mile Road Elevated Storage Tank - Construction (DWRF)	\$	1,900,000		\$ \$	1,900,000 2,000,000	W-100%
		Four Mile Road Watermain - design and construction (DWRF)	-	2,000,000		Þ	2,000,000	W-100%
2016	3721	SHELDON - OAKES TO WESTON	\$	224,000				GR-100%
2016	3159	Watermain Lining Maintenance	\$ \$	250,000				GR-100%
2016	2879	ALPINE - LEONARD TO RICHMOND	Ş	188,000	\$ 188,000			GR-100%
2016	1406	Albany Street-Buchanan Avenue to Division Avenue; Ionia Avenue-Albany Street to Canton Street; Canton-division to Buchanan; Putnam-Ionia to west end and Shelby Street-Division Avenue to West End	\$	1,360,000	\$ 1,360,000			GR-100%
2016	3460	Water System - Annual Efficiency and Sustainability Projects	\$	200,000	\$ 200,000			not yet known
2016	2569	Eastside Combined Sewer Overflow - Contract No. 28	\$	1,800,000				GR-100%
2016	2303	TOTALS	\$	14,172,000	\$ 10,272,000	Ś	3,900,000	GR 15070
2017	2468	Livingston Pumping Station - Second Discharge Line from, Contract No. 3 (DWRF)	Ś	1,850,000	7 10,272,000	Ś	1,850,000	GR-82%, GRT-8%, K-5%, A-4%, C-1%
2017	3346	LMFP - Accelator Conversion and Residual Improvement	Ś	200,000		Ś	200,000	Integrated
2017	2457	Livingston Pumping Station - Second Discharge Line from, Contract No. 2 (DWRF)	Ś	2,815,000		Ś	2,815,000	GR-82%, GRT-8%, K-5%, A-4%, C-1%
2017	1375	Watermain Oversizing	Ś	50,000	\$ 50,000	+	_,,	n/a
2017	3157	LMFP High Lift #7 replacement	Ś	3,000,000				Integrated
2017	3150	LMFP - Low Lift Pump 1 High Efficiency Motor Upgrades	\$	1,000,000				Integrated
2017	4022	LMFP - Low Lift Pump 2 High Efficiency Motor Upgrades	\$	1,000,000				Integrated
2017	1426	Garfield Avenue - Butterworth Avenue to Fulton Street	Ś	444,000				GR-100%
2017	4031	LANE - JACKSON TO SIBLEY	Ś	100,000				GR-100%
2017	1821	Nason - Will to Turner	Ś	200,000				GR-100%
2017	4002	ESCO - LMFP Improvements	Ś	1,000,000				Integrated
2017	1842	Wealthy Street - US131 to Division Avenue	Ś	300,000				GR-100%
2017	3159	Watermain Lining Maintenance	\$	250,000				not yet known
2017	3725	SHELDON - OAKES TO CHERRY	Ś	224,000				GR-100%
2017	4025	LAKESIDE - FULTON TO MICHIGAN	Ś	780,000				GR-100%
2017	4023	VALLEY - WALKER TO 4th	Ś	804,000				GR-100%
2017	4010	LMFP NORTH CLEARWELL UPGRADES	ş Ś	350,000				Integrated
2017	1391	Millbank Street - Giddings Avenue to Newcastle Avenue and Derbyshire Street - Giddings Avenue to Newcastle Avenue	\$ \$	444,000				integrated GR-100%
2017	3460	Water System - Annual Efficiency and Sustainability Projects	ş Ś					
2017	3400	TOTALS  TOTALS	\$	200,000 15,011,000		ć	4,865,000	not yet known
2017		IUIALO	Ş	15,011,000	⊋ 10,14b,000	Þ	4,805,000	

2018	1418	Cascade north river crossing (DWRF)	\$	3,600,000		\$3,600,000	C-100%
2018	3346	LMFP - Accelator Conversion and Residual Improvement	\$	12,000,000		\$12,000,000	Integrated
2018	1423	Langley Street - Plymouth Avenue to OAK PARK, Watermain Replacement	\$	600,000 \$	600,000		GR-100%
2018	2035	Godfrey Avenue - Oxford Street to Market Avenue	\$	100,000 \$	100,000		GR-100%
2018	1375	WATERMAIN OVERSIZING	\$	50,000 \$	50,000		n/a
2018	2041	Godfrey Avenue - Liberty Street to Oxford Street	\$	90,000 \$	90,000		GR-100%
2018	3159	Watermain Lining Maintenance	\$	250,000 \$	250,000		not yet known
2018	3511	FULTON - BENJAMIN TO WOODWARD	\$	1,210,000 \$	1,210,000		GR-100%
2018	2887	BURTON - E BELTLINE TO BRETON	\$	1,980,000 \$	1,980,000		GR-100%
2018	3351	LMFP - Brick Facade Improvements	\$	125,000 \$	125,000		Integrated
2018	3354	LMFP - High Service Pumps #8 and #11 - VFD's	\$	750,000 \$	750,000		Integrated
2018	3460	Water System - Annual Efficiency and Sustainability Projects	\$	200,000 \$	200,000		not yet known
2018		TOTALS	\$	20,955,000 \$	5,355,000	\$ 15,600,000	
2019	1405	Berkshire Street - Giddings Avenue to Kalamazoo Avenue; Giddings Avenue - Shangri-la Street to Berkshire Street; Shangri-la Street - Giddings Avenue to Kalamazoo Avenue, Watermain Replacement	\$	1,000,000 \$	1,000,000		GR-100%
2018	3460	Water System - Annual Efficiency and Sustainability Projects	\$	200,000 \$	200,000		not yet known
2018	3159	Watermain Lining Maintenance	\$	250,000 \$	250,000		not yet known
2019	1375	WATERMAIN OVERSIZING	\$	50,000 \$	50,000		n/a
2019	1414	Fuller Avenue - Ramona to 300' North (Watermain) and Fuller Avenue - Kalamazoo Avenue to Adams Street (Rotomill/resurface)	\$	300,000 \$	300,000		GR-100%
2019	1424	Kent Ridge Avenue - 44th Street to Kendall Street	\$	600,000 \$	600,000		GR-100%
2019	1434	Rosewood Avenue - Burton Street to CSX Railroad	\$	759,000 \$	759,000		GR-100%
2019	4037	EMERALD - LEONARD TO SWEET	\$	783,000 \$	783,000		GR-100%
2019	4035	VALLEY - FULTON TO BUTTERWORTH; HOVEY - VALLEY TO GARFIELD; WATSON - GARFIELD TO VALLEY; DAYTON - VALLEY TO GARFIELD; PARK - VALLEY TO GARFIELD	\$	942,000 \$	942,000		GR-100%
2019	3533	Division - Wealthy to Cherry	\$	1,450,000 \$	1,450,000		GR-100%
2019	3344	LMFP - LL Traffic Safety Improvements	\$	100,000 \$	100,000		Integrated
2019	1781	Omena - Burton to south - watermain replacement	\$	500,000 \$	500,000		GR-100%
2019		TOTALS	\$	6,934,000 \$	6,934,000	\$ -	
•	<del>"</del>		·	•	•		
2015-2019		TOTALS	\$	69,569,000 \$	38,678,000	\$ 30.891.000	

Fiscal Year	Project #	Project Name	Reve	nue Amount	Cash Funds	<b>Bond Funds</b>	Zonegating
2015	1749	Long Term Wet Weather Control Program	\$	750,000	750,000		Integrated
2015	2922	Fuller Avenue - Michigan Street to Race Street		200,000	200,000		GR - 100%
2015	2622	Shorehaven Lift Station Upgrade / Replacement		256,000	256,000		GRTwp - 100%
2015	2453	Livingston Pumping Station - Second Discharge Line from, Contract No. 1 (DWRF)		265,000	265,000		GR - 100%
2015	1370	State Street - Jefferson Avenue to Lafayette Avenue		150,000	150,000		GR - 100%
2015	1348	Eastside Combined Sewer Overflow - Contract No. 27		3,465,000		3,465,000	GR - 100%
2015	3820	Hydro-Vac excavator		420,000	420,000		Integrated
2015	3794	Berm Improvements around WWTP		2,000,000	2,000,000		Integrated
2015	3797	3 Mile Rd / Remembrance Lift Station Pump No. 2 Replacement		25,000	25,000		25% - Wright, 75% - Walker
2015	1374	CIPP Rehab of Sanitary Sewers - Various Sites		600,000		600,000	GR - 100%
2015	4057	Carlton Ave,SE from Lake Dry to Fulton		100,000	100,000	,	GR - 100%
2015	1327	Bostwick Avenue - Lyon Street to Crescent Street		150,000	150,000		GR - 100%
2015	3717	Sheldon Boulevard - Weston Street to Fulton Street		268,000	268,000		GR - 100%
2015	3300	Flow distribution Structure - WWTP		2,000,000	200,000	2,000,000	Integrated
2015	2453	Livingston Pumping Station - Second Discharge Line from, Contract No. 1 (DWRF)		3,045,000		3,045,000	GR - 100%
2015	2569	Eastside Combined Sewer Overflow - Contract No. 28		200,000	200,000	3,043,000	GR - 100%
2015	3729	Weston Avenue - Sheldon Boulevard to LaGrave Avenue		15,000	15,000		GR - 100%
2015	3723	TOTALS	\$			\$ 9,110,000	
2016	1746	Plaster Creek Sanitary Trunk Sewer	\$	1,200,000	1,200,000	+ -,==,,,,,	K-59%, C-14%, A-9%, GR-9%, GRT-5
2016	1749	Long Term Wet Weather Control Program	Y	5,000,000	1,200,000	5,000,000	Integrated
2016	1374	CIPP Rehab of Sanitary Sewers - Various Sites		600,000	600,000	3,000,000	GR - 100%
2016	3721	Sheldon Boulevard - Oakes Street to Weston Street		396,000	396,000		GR - 100% GR - 100%
2016	1379	Silver Creek Sanitary Trunk Sewer Improvements		250,000	250,000		GR - 75%, EGR - 25%
2016	4057	Carlton Ave,SE from Lake Drv to Fulton		1,500,000	1,500,000		GR - 100%
2016	2569	Eastside Combined Sewer Overflow - Contract No. 28		3,200,000	3,200,000	5,000,000	GR - 100%
2016		TOTALS		12,146,000	7,146,000		
2017	1746	Plaster Creek Sanitary Trunk Sewer	\$	6,750,000	1 200 000	6,750,000	K-59%, C-14%, A-9%, GR-9%, GRT-5%
2017	2457	Livingston Pumping Station - Second Discharge Line from, Contract No. 2 (DWRF)		1,260,000	1,260,000		GR - 100%
2017	3725	Sheldon Boulevard - Cherry Street to Oakes Street		396,000	396,000		GR - 100%
2017	1379	Silver Creek Sanitary Trunk Sewer Improvements		5,000,000		5,000,000	GR - 75%, EGR - 25%
2017	1842	Wealthy Street - US131 to Division Avenue		200,000	200,000		GR - 100%
2017	1374	CIPP Rehab of Sanitary Sewers - Various Sites		600,000	600,000		GR - 100%
2017	2468	Livingston Pumping Station - Second Discharge Line from, Contract No. 3 (DWRF)		875,000	875,000	d 44 750 000	GR - 100%
2017		TOTALS	\$		\$ 3,331,000	\$ 11,750,000	
2018	2041	Godfrey Avenue - Liberty Street to Oxford Street	\$	200,000	200,000		GR - 100%
2018	2035	Godfrey Avenue - Oxford Street to Market Avenue		7,700,000		7,700,000	GR - 100%
2018	1746	Plaster Creek Sanitary Trunk Sewer		6,750,000		6,750,000	K-59%, C-14%, A-9%, GR-9%, GRT-5
2018	1374	CIPP Rehab of Sanitary Sewers - Various Sites		600,000	600,000		GR - 100%
2018	2041	Godfrey Avenue - Liberty Street to Oxford Street		3,090,000	3,090,000		GR - 100%
2018	2035	Godfrey Avenue - Oxford Street to Market Avenue		200,000	200,000		GR - 100%
2018	2508	Broadway Sanitary Trunk Sewer		100,000	100,000		GR - 100%
2018		TOTALS	\$		\$ 4,190,000	\$ 14,450,000	
2019	2513	Brandywine Sanitary Trunk Sewer	\$	100,000	100,000		W- 50% GR-50%
2019	1405	Berkshire Street - Giddings Avenue to Kalamazoo Avenue; Giddings Avenue - Shangri-la Street to Berkshi	ir	225,000	225,000		GR - 100%
2019	1398	Flow meters at zone gated lift stations		85,000	85,000		Varies
2019	1374	CIPP Rehab of Sanitary Sewers - Various Sites		600,000	600,000		GR - 100%
2019	3824	Long Term Wet Weather Flow Control Program		5,000,000		5,000,000	Integrated
2019	1749	Long Term Wet Weather Control Program		5,000,000		5,000,000	Integrated
2019	2519	O'Brien Sanitary Trunk Sewer		100,000	100,000		100% - Walker
2019	2508	Broadway Sanitary Trunk Sewer		2,400,000	, ,		GR -100%
2019		TOTALS	\$	13,510,000	\$ 3,510,000	\$ 10,000,000	
		GRAND TOTALS	\$	73,286,000	\$ 22,976,000	\$ 50,310,000	)